



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

March 18, 2015

Dear Forest Service Customer:

The intent of this message is to assist Federal Wildland Fire Protection Program (WFPP) participants in gaining access to DOD EMALL. In order to purchase items from DOD, a valid Activity Address Code (AAC), security credential (CAC / LinkPass / Smart Card), and an account in Department of Defense's (DoD's) ordering platform (DOD EMALL) are required.

Federal customers purchasing DLA Wildland Fire Protection Program (WFPP) equipment will need a 6 digit code, uniquely identifying their organization as having authority to requisition and/or receive materials. Both Federal and DoD Agencies use this code, referred to as an Activity Address Code (AAC). GSA owns and creates AACs issued to Federal Agencies and commonly refers to them as FEDAAC or simply AACs. DoD is the owner of all AACs issued to DoD entities and refers to them as DoDAACs.

Valid AACs contain critical information pertaining to the organization in which it is assigned. A valid AAC must contain four Types of Address Codes (TACs.) TAC 1 – TAC 4 contain the address of the ordering activity, the recipient, the bill to, and commercial small parcel. The point of contact (POC) and contact information is another key piece of the AAC.

Federal participants who previously purchased WFPP equipment from GSA may already have a GSA created AAC. Those beginning with a "12" are issued to Forest Service (FS) entities. To ensure you have a valid AAC containing TAC 1 – TAC 4 and POC information, contact your Forest Service (FS) AAC monitor listed in attachment 1 or the website located at <http://www.gsa.gov/portal/content/104500>. The FS AAC monitor can confirm the TAC 1 – TAC 4 information and edit/update the information as required. If your AAC monitor is not listed in the attachment, please contact Darlene Walls @ dwalls@fs.fed.us. Unfortunately, DLA is not authorized to edit AACs for Federal entities.

GSA created and issued some "AACs" beginning with "GZ" or "GY." These are NOT authorized for use in DOD EMALL. They can however still be used when placing orders via GSA Advantage. If you are a Federal entity with only a "GZ" or "GY" AAC; or have not received a GSA issued AAC in the past, you must obtain a new AAC from your AAC monitor. The monitor will interface with GSA to ensure a valid AAC is created.

There has been a lot of confusion regarding the need for "3B" AACs (3B DoDAACs.) The purpose of the "3B" AAC (3B DoDAAC) is due to the Congressional advance pay mandate

governing State and Local participation in the WFPP. The "3B" AAC (3B DoDAAC) is authorized for State and Local participants ONLY and contains the same information; (TAC 1 – TAC 4) and POC information referenced earlier. Again, Federal Agencies are not authorized nor do they need a "3B" AAC (3B DoDAAC) and should be using their existing "12" or "14" AAC as referenced above.

DOD EMALL resides in a DoD network and requires a security credential in order to gain access. The FS LinkPass is an authorized security credential and can be used in DOD EMALL. If you do not have LinkPass credential, contact your FS representative. DLA is not authorized to credential Federal entities/customers.

Once the DoDAAC and security credential have been obtained, a DOD EMALL account can be created by going to <https://dod.emall.dla.mil>. DOD EMALL requires Internet Explorer 8.0 or above, Google Chrome, or Mozilla Firefox, with cookies, pop-ups, and JavaScript enabled. More information DoD EMALLs account can be found by going to <https://dod.emall.dla.mil>. Click on the "Wildland Fire Protection Instructions under the "Self Help" heading.

Should you have any questions or concerns regarding other areas of the Wildland Fire Protection Program, please contact either myself, david.kless@dlamail.mil at 703-767-7510, or Ms. Tracy Shepherd, (tracy.shepherd@dlamail.mil) at 703-767-1547.

Sincerely



David Kless
National Account Manager, Federal and
International Programs, Defense Logistics
Agency (DLA)

Attachment
As stated

3/18/2014 - FS POCs for GSA Purchasing Activity Address Codes (AAC) & GSAXcess

AREA/REGION	CONTACT/PHONE	EMAIL	STATES COVERED
Region 1, Northern Region Federal Building P.O. Box 7669 Missoula, MT 59807	Sandi Sandry Phone: 406-329-3615 Fax: 406-329-3682	ssandry@fs.fed.us	FS offices only - MT, Northern ID, ND, Northwest SD (Group 180)
Region 1, Northern Region Federal Building 200 East Broadway ST Missoula, MT 59807	Jack Babon Phone: 406-329-3049 Fax: 406-329-3682	jkbabon@fs.fed.us	FEPP only – ID, MT, ND (Group 190)
Region 2, Rocky Mountain Region 740 Simms Street Golden, CO 80401-4720	Melissa A. Hunter Phone: 303-275-5297 Fax: 303-275-5453	mahunter@fs.fed.us	FS offices - CO, KS, NE, SD, Eastern WY FEPP - CO, KS, NE, SD, WY (Group 191)
Region 3, Southwestern Region 333 Broadway SE Albuquerque, NM 87102	Penny Beale (Acting) Phone: 707-562-8905 Fax: 707-562-9056	pbeale@fs.fed.us	FS offices & FEPP - AZ, NM (Group 192)
Region 4, Intermountain Region Federal Bldg 324, 25 th Street Ogden, UT 84401	Debbie Martinez Phone: 801-625-5329 Fax: 801-625-5365	dmartinez@fs.fed.us	FS offices - Southern ID, NV, UT, Western WY FEPP – NV and UT (Group 193)
Region 5, Pacific Southwest Region 1323 Club Drive Vallejo CA 94592	Penny Beale Phone: 707-562-8905 Fax: 707-562-9056	pbeale@fs.fed.us	FS offices – CA, HI + Pacific territories (Group 194)
Region 5, Pacific Southwest Region 1323 Club Drive Vallejo CA 94592	Cindy Sanderson Phone: 707-562-8831 Fax: 707-562-9056	cynthiasanderson@fs.fed.us	FEPP – CA, HI + Pacific territories-Cooperative Fire Programs (Group 199)
Region 6, Pacific Northwest Region 1220 SW 3 rd Ave. Portland, OR 97208-3623	Rachel Shively Phone: 503-808-2601	rshively@fs.fed.us	FS offices & FEPP - OR, WA and Cooperative Fire Programs (Group 195)
Region 8, Southern Region 1720 Peachtree Road, NW Atlanta, GA 20209-2449	Vacant		FS offices only - AL, AR, GA, KY, LA, MS, NC, OK, SC, TN, TX, VA (Group 196)
Region 8, Southern Region 1720 Peachtree Road, NW Atlanta, GA 20209-2449	Soon Fletcher Phone: 404-347-2825 Fax: 404-347-3270 Cell: 404-895-7297	sfletcher@fs.fed.us	FEPP only - AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX, VA

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AREA/REGION	CONTACT/PHONE	EMAIL	STATES COVERED
Region 9, Eastern Region 626 E. Wisconsin Ave Milwaukee, WI 53202	Christopher Frank Phone: 414-297-3856	chrisfrank@fs.fed.us	FS offices only - IL, IN, ME, MI, MN, MO, NH, OH, PA, VT, WV, WI (Group 197)
Northeast Area State & Private Forestry 11 Campus Blvd Newtown Square, PA 19073	Winnie Owens Phone: 610-557-4141 Fax: 610-557-4011	wowens@fs.fed.us	FEPP only - CT, DE, IL, IN, IA, ME, MD, MA, MI, MN, MO, NH, NJ, NY, OH, PA, RI, VT, WV, WI (Group 189)
Region 10, Alaska Region Fed Office Bldg 709 West 9 th St (P.O. Box 21628) Juneau, AK 99802-1628	Darlene Rilatos Phone: 907-586-7903 Fax: 907-586-7090	drilatos@fs.fed.us	FS offices and FEPP - AK (Group 187)
Int'l Institute Tropical Forestry Jardin Botanical Sur 1201 Calle Ceiba San Juan, PR 00926-1115	Connie Carpenter Phone: 787-766-5335, ext 222	conniecarpenter@fs.fed.us	FS offices and FEPP - Puerto Rico, Virgin Islands (Group 176)
Southern Research Station/National Forests in NC 260A Zillico St (PO Box 2750) Asheville, NC 28802	Karen Welch: 828-257-4323 Cindy Roberts: 828-257-4228	kwelch@fs.fed.us	FS offices only (& SRS) - Gainesville-FL, NC, SC, (Group 178)
Washington Office – AQM 1400 Independence Ave SW, 4CE, MS-1138 Washington, DC 20250-1138	Darlene Walls: 703-605-4780	dwalls@fs.fed.us	Washington Office-WO, DC, national FS programs (Group 151)
Washington Office – FAM National FEPP Manager Washington, DC 20250	Melissa Frey: 202-205-1090	mfrey@fs.fed.us	National FEPP coordination